

# MANAGEMENT MEMO

	NUMBER: 98-16
SUBJECT: CONDUCTING INFORMATION TECHNOLOGY (EDP AND TELECOMMUNICATIONS) PROCUREMENTS	DATE ISSUED: 08/31/98
REFERENCES: STATE ADMINISTRATIVE MANUAL SECTION 5200 ET SEQ.	EXPIRES: UNTIL REVOKED  ISSUING AGENCY: Department of General Services Department of Information Technology

**The procedures listed below extend the provisions previously established in Management Memo 96-06. The appropriate sections of the State Administrative Manual (SAM) will be revised. The information below will remain in effect until the appropriate sections of SAM can be released and distributed.**

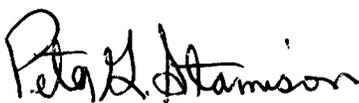
For procurement transactions estimated to be \$15,001 to \$500,000, agencies may either solicit a minimum of seven (7) suppliers or obtain quotations from three (3) suppliers. There is no requirement to receive three (3) quotations as long as seven (7) suppliers have been solicited.

The quotations obtained must be actual written or verbal quotations from suppliers for the particular solicitation; agencies may not simply compare catalogue prices. Suppliers solicited must agree to the State of California's various General Provisions (and any other special provisions of the solicitation), as well as meet other State of California procurement requirements, such as the Drug Free certification, and the opportunity to claim TACPA, EZA, and small business preferences where appropriate.

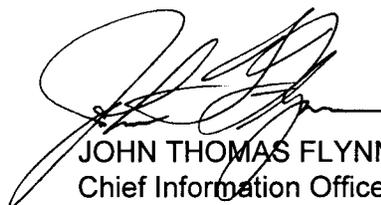
For procurement transactions with a value of \$15,000 or less, a minimum of three (3) suppliers must be solicited. There is no requirement for a specific number of quotations to be received as long as three (3) suppliers have been solicited.

If the solicitation is being conducted under an Information Technology (EDP and telecommunications procurement) blanket delegation, all other current provisions of the blanket delegation apply.

If you have any questions concerning the Management Memo, please contact Gerry Alley, Department of General Services, Procurement Division, at (916) 323-6294, CALNET 473-6294.



PETER G. STAMISON, Director  
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